



Grey Street
Primary School Traralgon

Grey Street Primary School

30-44 Grey Street Traralgon 3844

PO Box 370 Traralgon 3844

E grey.street.ps.traralgon@education.vic.gov.au

T 03 5174 2055

Photographing, Filming and Recording Students at Grey Street Primary School Consent Form

There are many occasions during the school year when staff photograph, film or record students participating in school activities or events. We do this for many reasons including to celebrate student participation and achievements, showcase learning programs, document a student's learning journey/camps/excursions/sports events etc, communicate with our parents and school community in newsletters and on classroom blogs/apps etc.

Our **Photographing, Filming and Recording Students Policy** [Photographing](#) [Filming](#) [Recording Students Policy](#) describes how we will collect and use photographs, videos and recordings (images) of students. The policy also explains when parents/carer consent is required and how it can be provided and withdrawn.

Please note there are uses of images that do not require consent. These include curriculum-based activities (i.e. class work), identity management, managing behavioural and safety incidents, to support a student's health and wellbeing, and to provide individual feedback or communication to a student, their parent/carer and/or school staff. If you have any concerns about the use of photographs in our school, for example, due to safety or cultural reasons, please contact Kassey Graham on 5174 2055 or email grey.street.ps.traralgon@education.vic.gov.au

This **Consent Form** describes:

- situations where consent is required and seeks that consent
- how personal information will be handled in regard to privacy law
- ownership and reproduction of images

If you would like to withdraw or change your consent at any time, you must notify us on 5174 2055 or email grey.street.ps.traralgon@education.vic.gov.au . If consent is withdrawn verbally, we will make a written record of this. Please note, it may not be possible for the school to amend past publications or to withdraw images that are already in the public domain.

We will provide an annual reminder to parents about our **Photographing, Filming and Recording Students Policy** via the school website. We will also notify parents when implementing software that may include photos of students, giving parents an opportunity to discuss any concerns or preferences.

This consent form applies to images of students that are collected and used by our school. We ask that any parents/carers or other members of our school community photographing, filming or recording students at school events (e.g. concerts, sports events etc) do so in a respectful and safe manner and that images of students are not publicly posted (e.g. to a social media account) without the permission of the relevant parent/carer.

If you do not understand any aspect of this consent form, or you would like to talk about any concerns you have, please contact our school on 5174 2055 or email grey.street.ps.traralgon@education.vic.gov.au.



Respect for
Self



Respect for
Others



Respect for
Learning



Respect for
Planet



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Privacy

Photographs, video and recordings (images) in which your child is identifiable are considered 'personal information' under Victorian privacy law. This means that any images of your child taken by the school may be a collection of your child's personal information. The school is part of the Department of Education (**the department**). The department values the privacy of every person and must comply with the *Privacy and Data Protection Act 2014* (Vic) when collecting and managing all personal information. For further information refer to the **School's Privacy Policy** (<http://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>)

Ownership and reproduction

Copyright in the images will be wholly owned by the school. This means that the school may use the images in the ways described in this form without notifying, acknowledging or compensating you or your child.

Consent for use of images

Our school uses images in a number of ways. Please read the categories below, then indicate your opt-in consent by using the tick boxes at the bottom of this form.

Use of images within the physical school environment

If you consent, photographs, videos or recording of your child may be used by our school within the school environment in any of the following ways:

- for display in school classroom (e.g. in displays of student work, on noticeboards to celebrate achievements)
- other (insert any other ways in which your school displays photos in the physical school environment where this is necessary to support the student's safety, wellbeing or educational outcomes.

Use of images within the school community

If you consent, photographs, video or recording of your child may be used by our school within the school community in any of the following ways:

- in the school's online communication, learning and teaching tools (e.g. classroom blogs or apps that can only be accessed by students, parents/carers and school staff with passwords.)
- in the school's newsletter
- other (insert any other ways in which your school uses photos within the school community i.e. is only accessible with a password.

Use of images beyond the school community/publicly



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If you consent, photographs, video or recording of your child, may be used in publications that are accessible to the public, including:

- on the school website (including the school newsletter which is publicly available on the website)
- on the school's social media accounts

We will notify you individually if we are considering using images of your child for specific advertising or promotional purposes.

Your consent

I have read this form and I consent to Grey Street Primary School collecting photos, video or recording of my child during their time at the school, and using these photos, video or recording in the following ways.

- I consent to the use of images of my child **within the physical school environment**
- I consent to the use of images of my child **within the school community**
- I consent to the use of images of my child **beyond the school community/publicly, i.e. the school's website and social media accounts**

Name of Student:	
Name of parent/carer:	
Signature:	
Date:	

Further information about how Grey Street Primary School collects and uses photos, video and recordings of students is available in our Photographing, Filming and Recording Students Policy [Photographing Filming Recording Students Policy](#), including uses of images that do not require consent, e.g. to fulfill legal obligations or for identification purposes.

If you do not return this form to the school, we will assume that you do not consent to the optional uses as described above.

